

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
AFIS-EJC
ELECTRONIC JOURNALISM COURSE

Approved by:

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ELECTRONIC JOURNALISM COURSE
TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): AFIS-EJC

TITLE: Electronic Journalism Course

TRAINING LOCATION: Defense Information School, Ft. George G. Meade, Maryland

SPECIALTY AWARDED: NA

PURPOSE: This course provides the knowledge and skills needed to give apprentice-level electronic journalism experience to non-broadcasters. The selected student should be serving as an electronic journalist, or projected for an Armed Forces Radio and Television Service assignment.

COURSE DESCRIPTION: In the Electronic Journalism Course, emphasis is placed on the principles and techniques needed to produce television news and feature assignments. The students learn writing for electronic journalism (EJ); voice-over and stand-up reporting; EJ news coverage; decisions in the sphere of military activities; operation of battery-operated television camera/recorder systems; lighting, site survey procedures; and video tape editing.

PREREQUISITES:

	Military	Civilian
USA	Officers possessing AOC 46A/46B or having a direct need for EJ training. Enlisted in the grades E-1 through E-7 with PMOS of 46R, 46Q, or 25V.	Personnel requiring the need of electronic journalism skills.
USMC	Graduate of AFIS-BBC (prior to 1 Oct 86), AFIS-BJC, AFIS-BMC, or AFIS-PAOC, or have one year television news department experience at an AFRTS station, or currently working in an assignment that requires this training; or concurrently projected for an assignment that requires electronic journalism skills.	
USN		
USAF		
International	ECL of 85 SA.	

SECURITY CLEARANCE: None

CLASS SIZE:

MAXIMUM: 12

MINIMUM: 3

ANNUAL COURSE CAPACITY: 48

COURSE LENGTH: 10 TRAINING DAYS

ACADEMIC HOURS: 75.5

ADMINISTRATIVE HOURS: 4.5

TOTAL COURSE HOURS: 80

INSTRUCTOR CONTACT HOURS: 281

TYPE/METHOD OF INSTRUCTION: **HOURS:**

ADMINISTRATIVE (AD): 4.5

CONFERENCE/LECTURE (CL): 8.5

DEMONSTRATION (D): 4.5

PERFORMANCE EXERCISE (PE): 62.5

TRAINING START DATE: 30 September 1996

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: American Forces Information Service, Training Directorate, (AFIS/TD): (703) 428-0707; DSN 328-0707.

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Writing for Electronic Journalism

TPFN: AFIS-EJC-001-001-

TPFN HOURS AND TYPE: 1 CL; 1 PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S): 001 Identify the six basic broadcast writing rules.
002 Identify the five “W”s and the “H” in story development.
003 Write a news script using facts and sound bites from a sample story.

SUMMARY OF INSTRUCTION: The students learn the elements for good broadcast writing. In writing a broadcast script, the students must use the six basic broadcast writing rules: clear, concise, conversational, complete, current, and correct. Students identify the five “W”s and the “H” (what, who, where, when, why, and how) in story development, and how to use them to attract viewer attention. Also discussed are active versus passive voice, using attribution, and special formats used in television writing. The students practice their writing skills using facts and sound bites from a sample story to produce a news script. This exercise is not graded, but the knowledge and skills will be applied, graded, and critiqued in subsequent performance exercises.

REFERENCES:

Television Field Production and Reporting, Shook
Broadcast News Writing, Smeyak
ENG: TV News and the New Technology, Yoakan & Cremer
Television Production, Wurtzel
Broadcast Writing Style Guide, DINFOS
Radio and Television Handbook, DINFOS
EJ Criteria Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

News Coverage and Electronic News Gathering Skills

TPFN: AFIS-EJC-001-002-

TPFN HOURS AND TYPE: 1 CL

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

- 001 Describe the techniques of news reporting.
- 002 Identify the elements of newsworthiness.
- 003 Explain the differences between hard and soft approaches to news reporting.
- 004 Identify proper techniques in gathering information and assembling stories.
- 005 Describe importance of newsroom organization.

SUMMARY OF INSTRUCTION: In this unit, the students learn about the techniques of news reporting, including features, spots, and news. They identify the elements that make a story newsworthy – high impact/consequence, proximity, prominence, timeliness, and human interest/conflict. As a group, the students discuss the differences between hard and soft approaches to reporting the news, then identify the proper techniques used to produce a news story including the use of file footage archives, and contingency plans and checklists. Finally, the importance of newsroom organization is discussed, along with a description of the positions of news director, assignment editor, and reporter. The students should be able to answer verbal questions at the conclusion of this unit. This knowledge is applied, graded, and critiqued in subsequent performance exercises.

REFERENCES:

Reporting and Writing the News, Ages, Ault, & Emery

ENG: TV News and the New Technology, Yoakan & Cremer

Broadcast Writing Style Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Camcorder Operations/Camera Techniques

TPFN: AFIS-EJC-001-003-

TPFN HOURS AND TYPE: 1 CL; 2 D; 1 PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S):

- 001 Identify components of the ENG camera/recorder system.
- 002 Demonstrate proper microphone selection and headphone usage.
- 003 Define proper set-up of camera/recorder in a field environment.
- 004 Identify importance of using a shooting strategy when recording video under field conditions.
- 005 Perform operator-level preventive maintenance procedures.
- 006 Demonstrate ability to shoot a three-shot sequence.

SUMMARY OF INSTRUCTION: The students identify the components and operations of the ENG camera/recorder system. The main points covered are tripod set-up, camera set-up, safety measures, and the primary parts of the lens, camera, and recorder. The instructor demonstrates proper microphone selection and headphone usage, how to level the tripod, how to white balance, and how to properly set up the camera in a field environment. The students identify the importance of using a shoot strategy, and use this knowledge to shoot a three-shot sequence while performing operator-level preventive maintenance procedures. The knowledge and skills learned are applied, graded, and critiqued in subsequent practical exercises.

REFERENCES:

Electronic Cinematography: Achieving Photographic Control Over the Video Image, Mathias & Patterson
Portable Video: ENG & EFP, Medoff & Tanquary
Television Production, Wurtzel
National Press Photographers Association 1992 Workshop Materials, Hooker, Premack, & Affens
EJ Equipment Operator Manual

INSTRUCTOR/STUDENT RATIO: 1:12 (CL); 1:3 (D, PE)

SAFETY FACTORS: The students are exposed to electrical hazards. Students should not dismantle the protective outer plates from cameras, and must avoid placing their hands or other objects near the inner workings of any of the equipment used.

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Shot Selection and Visualization

TPFN: AFIS-EJC-001-004-

TPFN HOURS AND TYPE: 2 CL

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: AFIS-EJC-001-003-

TASK(S): 001 Discuss proper field of view.
002 Identify proper visual composition.
003 Identify common errors in composition.
004 Develop proper shooting strategies.

SUMMARY OF INSTRUCTION: The objective of this lesson is that students learn the aesthetic principles of using a video camera. Students first evaluate what determines proper field of view, discussing long shots, medium shots, close-ups, cut-ins, cut-aways, and camera angles. The class identifies the components of proper composition, including creating depth and the rule of thirds. Students also identify common errors in composition and coverage such as poor positioning, lack of headroom, distracting movement, and unsuitable camera angles. The instructor uses a videotape example to initiate discussion of good and bad composition. Finally, the students learn how to develop proper shooting strategies using the three-shot story sequence approach. The knowledge and skills learned in this unit are applied, critiqued, and graded in subsequent practice exercises.

REFERENCES:

Television, Fang

ENG: TV News and the New Technology, Yoakan & Cremer

Television Production, Wurtzel & Ackel

Television Production Handbook, Zent

Radio and Television Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Lighting for Electronic Journalism

TPFN: AFIS-EJC-001-005-

TPFN HOURS AND TYPE: 1 CL; .5 D

TPFN TOTAL HOURS: 1.5

PREREQUISITE TPFN: None

- TASK(S):**
- 001 Identify uses and types of lighting equipment.
 - 002 Understand set-up and demonstration of lighting kits and battery-operated light, i.e., "Sun Gun."
 - 003 Light a typical single and two-person interview for indoors set-up.
 - 004 Identify how to ensure that lighting meets technical requirements of camera system.
 - 005 Discuss operation of lighting equipment to provide an aesthetically pleasing picture.
 - 006 Describe the technical and non-technical requirements of lighting equipment.

SUMMARY OF INSTRUCTION: This unit of instruction provides students with the basic principles of lighting for electronic journalism. Students begin by identifying the types of lighting and lighting situations. They discuss the difference between quantity and quality of light before observing a demonstration of lighting kits and battery-operated lights. The instructor demonstrates the set-up and describes the safety precautions students must use when working with lights. Also demonstrated is the use of gels, basic three-point lighting, and use of reflectors. Students learn how to ensure that the lighting used meets the technical requirements of their camera systems, including the technical and non-technical requirements of the lights. Students come away with an understanding of the importance of lighting in providing an aesthetically pleasing picture. The knowledge and skills learned in this unit are applied, graded, and critiqued in subsequent practice exercises.

REFERENCES:

Lighting Techniques for Video Production: The Art of Casting Shadows, Letourneau
Electronic Cinematography: Achieving Photographic Control Over the Video Image, Mathias & Patterson
Portable Video: ENG and EFP, Medoff & Tanquary
ENG: TV News and the New Technology, Yoakan & Cremer
Television Production, Wurtzel & Ackel
TV Production Handbook, Zettl

National Press Photographers Association 1992 Workshop Materials, Hooker, Premack, & Affens
Lighting Seminar Materials, Imero Fiorentino Association

INSTRUCTOR/STUDENT RATIO: 1:12 (CL); 1:3 (D)

SAFETY FACTORS: Be careful with electrical extension cords needed to operate lighting equipment. Tripod stands for lights are not stable. Use Kevlar gloves when handling light fixtures. The lights produce a great amount of heat and can severely burn if handled without gloves. Ensure the pin on top of the light is firmly locked and rotated away from the front of the lamp face to prevent the plastic end from melting and smoking. Be careful with video cable from camera to monitor.

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Principles of Broadcast Editing

TPFN: AFIS-EJC-001-006-

TPFN HOURS AND TYPE: 1 CL; 1 D; 4 PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(S):

- 001 Explain the basic concepts involved in videotape editing.
- 002 Identify basic components of the basic EJ editing system.
- 003 Explain the difference between assemble and insert cells.
- 004 Define the uses of A-roll and B-roll.
- 005 Prepare the EJ system for editing.
- 006 Edit a 60-second story.

SUMMARY OF INSTRUCTION: In this unit of instruction, students learn the basic concepts and importance of videotape editing. They identify the basic components of a videotape editing system, types of edits, and audio capabilities and requirements. The students explain the differences between assemble and insert cells, and define the uses of A-roll and B-roll. The instructor demonstrates the editing of a prerecorded voice-over, standup, and video with natural sound. During this, the students learn the use of the scene log and script with predetermined edit points. The demonstration results in a finished product that contains a narrator voice-over, B-roll with natural sound, and a standup. Students prepare the EJ system for editing, then building on knowledge learned, edit a 60-second news story in accordance with the *EJ Criteria Guide*.

REFERENCES:

Television, Fang

ENG: TV News and the New Technology, Yoakan & Cremer

EJ Editing System Operators Manuals

EJ Criteria Guide

INSTRUCTOR/STUDENT RATIO: 1:12 (CL); 1:3 (D, PE)

SAFETY FACTORS: The students must be aware of electrical hazards present inside the equipment.

FUNCTIONAL AREA 1 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Application of Videography Concepts and Techniques

TPFN: AFIS-EJC-001-007-

TPFN HOURS AND TYPE: 4 PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Devise storyboards for a video story.
- 002 Operate ENG camera/recorder system.
- 003 Select EJ shooting strategy and composition using ENG camera.
- 004 Demonstrate proper visual composition (headroom and look space).
- 005 Select proper field of view (shot sizes and angles).
- 006 Select proper shooting strategy (three-shot sequence, sufficient cut-ins and cut-aways) to provide visual continuity in EJ coverage.
- 007 Operate videotape editing equipment.
- 008 Edit a 60-second video story with natural sound.

SUMMARY OF INSTRUCTION: Building on the knowledge acquired in previous units, students are given the opportunity to demonstrate the application of videography concepts and techniques. Students first devise storyboards to visualize the sequences prior to shooting. Using the ENG camera/recorder system, the students select a shooting strategy and must then demonstrate proper visual composition and field of view. Students are encouraged to shoot this exercise outside to make use of natural light. However, instructors ensure there is an alternate plan to shoot inside in case of inclement weather. The students shoot and edit three, 3-shot sequences with natural sound. While not graded, the exercise is critiqued and the product must be in accordance with the standards contained in the *EJ Criteria Guide*.

REFERENCES:

Television, Fang

ENG: TV News and the New Technology, Yoakan & Cremer

EJ Editing System Operators Manuals

EJ Criteria Guide

INSTRUCTOR/STUDENT RATIO: 1:3 (PE)

SAFETY FACTORS: Alert students about possible traffic hazards while carrying several pounds of equipment across busy streets. Students should also be aware of electrical hazards

while using lights, and should use Kevlar gloves when handling them because of the extreme heat. Students should allow the lights to cool before storing them.

FUNCTIONAL AREA 2 - ELECTRONIC NEWS GATHERING PRODUCTION

UNIT TITLE:

Actualities in Electronic Journalism

TPFN: AFIS-EJC-002-001-

TPFN HOURS AND TYPE: .5 CL; 1 D; 2.5 PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: All previous TPFNs

- TASK(S):**
- 001 Identify the types of sound bites (or “actualities”) used in EJ stories.
 - 002 Demonstrate that lighting meets technical requirements of the camera system.
 - 003 Set up and demonstrate lighting kits and battery-operated light (i.e., “Sungun”).
 - 004 Compose sound bites in a field environment.
 - 005 Shoot sound bites in a field environment.
 - 006 Compose reporter cut-away and “standup” in a field environment.
 - 007 Shoot reporter cut-away and “standup” in a field environment.
 - 008 Record sound bite and “standup” onto master tape, using the video-precedes-audio editing technique.

SUMMARY OF INSTRUCTION: Students begin this unit of instruction by identifying the three types of actualities – sound bite, natural sound bite, and man-on-the-street interview. The class discusses the purpose of the reporter cut-away and “standup.” Students learn the shot compositions for actualities, reporter cut-aways, and the “standup.” The instructor demonstrates how to shoot each of these reporting tools, and then places the students into groups. Students are assigned positions, e.g., camera operator, grip or interviewee, and given equipment to be used on the shoot. The students must determine the lighting situation and set up their gear in accordance with the instruction learned in AFIS-EJC-001-005-. Students compose and shoot sound bites, reporter cut-aways, and “standups” under the supervision of the instructors. Students are then given a demonstration on how to edit the sound bites and “standups.” Students practice editing their own material onto a master tape without error.

REFERENCES:

Television, Fang

ENG: TV News and the New Technology, Yoakan & Cremer

Television Production Handbook, Zettl

Radio and TV Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:12 (CL); 1:3 (D, PE)

SAFETY FACTORS: Students should also be aware of electrical hazards while using lights, and should use Kevlar gloves when handling them because of the extreme heat. Students should allow the lights to cool before storing them.

FUNCTIONAL AREA 2 - ELECTRONIC NEWS GATHERING PRODUCTION

UNIT TITLE:

Application of ENG Techniques I, II, & III

TPFN: AFIS-EJC-002-002-

TPFN HOURS AND TYPE: 32 PE

TPFN TOTAL HOURS: 32

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Write a 60-second news feature.
- 002 Operate ENG camera/recorder system.
- 003 Shoot a 60-second news feature.
- 004 Perform a voice-over for a 60-second news feature.
- 005 Shoot and conduct an on-camera interview with an EJ camera/recorder system.
- 006 Record a voice-over for a 60-second news feature.
- 007 Edit a 60-second news feature.

SUMMARY OF INSTRUCTION: This unit consists of three graded performance exercises. Students work in groups of three during the exercises, rotating the duties of reporter, camera person, and grip. Given a story assignment, interview subject, EJ camera/recorder system, and all necessary editing equipment and supplies, the students gather all necessary information and write a 60-second news feature. The students shoot and conduct an on-camera interview, support video, and a transition standup. The students also record a voice-over and edit their story. The students must perform these tasks in accordance with the standards contained in the DINFOS *Broadcast Writing Style Guide*, *Radio and Television Handbook*, and *EJ Criteria Guide*. The instructors remain with the students during the entire videotaping of these exercises, allowing the students to make mistakes, but not establish bad habits.

REFERENCES:

Television, Fang

Television Production, Wurtzel

ENG: TV News and the New Technology, Yoakan & Cremer

Television Production Handbook, Zettl

Broadcast Writing Style Guide, DINFOS

Radio and TV Handbook, DINFOS

EJ Criteria Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:3 (PE)

SAFETY FACTORS: Alert students to electrical hazards while using lights. The students should be advised to wear Kevlar gloves when handling lights. Caution the students to allow lights to cool off before returning them to the case.

FUNCTIONAL AREA 2 - VIDEOGRAPHY CONCEPTS AND TECHNIQUES

UNIT TITLE:

Application of ENG Techniques IV

TPFN: AFIS-EJC-002-003-

TPFN HOURS AND TYPE: 8 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Select a story idea and subject for an interview.
- 002 Write a 90-second news feature story.
- 003 Operate an ENG camera/recorder system.
- 004 Shoot a 90-second news feature story.
- 005 Voice a 90-second news feature story.
- 006 Edit a 90-second news feature story.

SUMMARY OF INSTRUCTION: Building on knowledge learned in previous units of instruction, the students select a story idea, conduct an interview, and write a 90-second news story script. Using an ENG camera/recorder system, the students videotape all information needed to assemble a finished news story. The students rotate the duty assignments of interviewer, camera operator, and grip. When finished, the students record a voice-over and edit a 90-second news story. The students must perform these tasks in accordance with the standards contained in the *DINFOS Broadcast Writing Style Guide*, *Radio and Television Handbook*, and *EJ Criteria Guide*.

REFERENCES:

Television, Fang

Television Production, Wurtzel

ENG: TV News and the New Technology, Yoakan & Cremer

Television Production Handbook, Zettl

Broadcast Writing Style Guide, DINFOS

Radio and TV Handbook, DINFOS

EJ Criteria Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:3 (PE)

SAFETY FACTORS: Alert students to electrical hazards while using lights. The students should be advised to wear Kevlar gloves when handling lights. Caution the students to allow lights to cool off before returning them to the case.

FUNCTIONAL AREA 3 - ELECTRONIC FIELD PRODUCTION

UNIT TITLE:

Electronic Field Production (EFP)

TPFN: AFIS-EJC-003-001-

TPFN HOURS AND TYPE: 1 CL

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S): 001 Define Electronic Field Production (EFP).
002 Describe how EFP differs from ENG.
003 Identify the major steps involved in the production process.
004 Construct a storyboard to include identification of target audience and objective statement.

SUMMARY OF INSTRUCTION: Students define Electronic Field Production (EFP) and explain how it differs from Electronic News Gathering (ENG); identify the major steps involved in the production process; and given a requirement to produce a spot announcement, develop an idea and construct a storyboard to include identification of target audience and objective statement. The knowledge and skills learned in this unit are applied, graded, and critiqued in AFIS-EJC-003-002-.

REFERENCES:

Television Production Handbook, Zettl
Radio and TV Handbook, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:12 (CL)

SAFETY FACTORS: Normal

FUNCTIONAL AREA 3 - ELECTRONIC FIELD PRODUCTION

UNIT TITLE:

Applying Electronic Field Production Techniques

TPFN: AFIS-EJC-003-002-

TPFN HOURS AND TYPE: 10 PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

- 001 Write a 30-second local command information spot announcement.
- 002 Shoot a 30-second local command information spot announcement.
- 003 Produce a 30-second local command information spot announcement script.
- 004 Shoot A-roll and B-roll to support the script.
- 005 Perform voice-over for the 30-second spot announcement.
- 006 Edit the assignment as scripted.

SUMMARY OF INSTRUCTION: Using the idea and storyboard constructed in the previous unit of instruction, students write a 30-second local command information spot announcement that is in accordance with the DINFOS *Broadcast Writing Style Guide*. Students use an ENG camera/recorder system to shoot all required videotape within the time allowed by the instructor. Students perform a voice-over, and edit the assignment within the time allotted. The final product should be broadcast-quality, featuring original, student-produced videography, and contain video and audio editing with voice-over and natural sound. The spot must meet a stated command policy objective, and comply with the *EJ Criteria Guide*.

REFERENCES:

Television, Fang

Television Production, Wurtzel & Acker

ENG: TV News and the New Technology, Yoakan & Cremer

Television Production Handbook, Zettl

Broadcast Writing Style Guide, DINFOS

Radio and TV Handbook, DINFOS

EJ Criteria Guide, DINFOS

INSTRUCTOR/STUDENT RATIO: 1:3 (PE)

SAFETY FACTORS: Alert students to electrical hazards while using lights. The students should be advised to wear Kevlar gloves when handling lights. Caution the students to allow lights to cool off before returning them to the case.

FUNCTIONAL AREA 4 - COURSE ADMINISTRATION

UNIT TITLE:

Course Administration Activities

TPFN: AFIS-EJC-004-001-

TPFN HOURS AND TYPE: 4.5 AD

TPFN TOTAL HOURS: 4.5

PREREQUISITE TPFN: None

TASK(S): 001 Complete in-processing.
002 Complete end-of-course critique.
003 Participate in a graduation ceremony.
004 Complete out-processing.

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES:

DINFOS Policy & Operating Procedures Manual (POPMAN)

INSTRUCTOR/STUDENT RATIO: 1:12 (AD)

SAFETY FACTORS: Normal